



Washington Department of Fish and Wildlife

COVID-19 Travel Guide

Standard Operating Procedure

The purpose of this Standard Operating Procedure is to prevent the spread of COVID-19, by providing guidelines for employees, volunteers, and student interns who are travelling or in travel status for work.

Supervisors who need information to plan work (such as required quarantine periods) for employees’, volunteers’, and student intern’s *personal travel* should refer to [Washington State Coronavirus Response – Traveler restrictions](#).

This procedure does not replace existing safety measures and is an additional precaution.

Required Personal Protective Equipment
Carry an appropriate supply of PPE’s and backup for the duration of travel.
<ul style="list-style-type: none"> • Appropriate Face Covering/Mask (<i>Worn covering the nose and mouth that is disposable or reusable made by a factory or at home or an equivalent</i>) • Gloves (Disposable Nitrile/Latex) • Hand Sanitizer • Disinfectant (Spray or Wipes) • Paper Towels or Cleaning Cloths • Disposable Plastic Bags (Capable of being sealed)

Procedures

Planning and Approval

When needed, Supervisors will request a consultation with the Safety Office at covid19@dfw.wa.gov and ensure COVID-19 protocols are in place prior to approving travel, including:

- an appropriate supply of PPE and backup for the duration of the travel and;
- a contingency plan for symptoms, exposure, quarantine, and isolation.

Transportation

- When using a WDFW, motor pool, or personal vehicle for travel, practice single vehicle occupancy whenever possible and follow the WDFW [Vehicle Occupancy](#) SOP.
- When using public transportation, follow [CDC guidelines](#) and the COVID-19 protocols of the public transportation agency.
- **Overnight Accommodations (Hotels, Tents, Wildlife Areas)** Overnight sleeping accommodations will be single occupancy.
- Any non-hotel shared spaces in overnight accommodations, such as bathrooms or kitchens, requires a cleaning and monitoring plan from the Supervisor/Manager and approval of the Safety Office at covid19@dfw.wa.gov.
- Each day prior to leaving an overnight accommodation, complete and submit the [COVID-19 Health Self-Screen Attestation](#). If you have COVID-19 symptoms or exposure, notify your supervisor and do not leave the overnight accommodation until you have Supervisor direction.

While in Travel Status

- Outside of the single occupancy overnight accommodation follow all WDFW, CDC, and Hotel COVID-19 guidelines to:
 - a. Wear a face covering/mask
 - b. Maintain six feet of social distance from others
 - c. Wash hands frequently
 - d. Keep a record of where you travel (restaurants, gas stations, etc.)

- If you develop COVID-19 symptoms:
 - a. Notify your Supervisor;
 - b. Notify the work event sponsor that you have symptoms or are sick and are leaving;
 - c. Leave the work event; and
 - d. Follow Supervisor directives, which may include returning to the overnight accommodation.

- If you are at a work event with someone who has obvious COVID-19 symptoms:
 - a. Notify your Supervisor and follow directives.

- If you are exposed to someone who is COVID-19 positive, immediately notify your Supervisor.

- If you develop COVID-19 symptoms or become sick after your travel, immediately notify your Supervisor.

Reporting

When travelling or in travel status, follow the WDFW Reporting SOP.

Resources and Information

[Healthy Washington – Roadmap to Recovery](#)

[Washington State Coronavirus Response – Traveler restrictions](#)

WDFW SOP [Guidelines for Reporting COVID-19](#)

WDFW SOP [Vehicle Occupancy](#)